

**ADMINISTRATION
COMBAT READINESS TRAINING CENTER (CRTC)**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFI 37-series contains policy and procedural guidance for the Administration work center. This ANGMS was developed in accordance with the functional review procedures depicted in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
- 3. Applicability.** This standard applies to the CRTC's located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 4 April 1995.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Administration

DIRECT:

1. ADMINISTRATION:

1.1. TYPES COMMUNICATION. Obtains and assembles material; inserts in computer/typewriter; types, separates, collates, fastens, proofreads, releases material to originator, and puts material away.

1.1.1. TYPES LETTER.

1.1.2. TYPES MESSAGE.

1.1.3. TYPES REPORT AND STATISTICAL DATA.

1.1.4. TYPES PLAN, SCHEDULE, OR ROSTER.

1.1.5. TYPES AIRMAN PERFORMANCE REPORT.

1.1.6. TYPES OFFICER PERFORMANCE REPORT.

1.1.7. TYPES CIVILIAN PERFORMANCE REPORT.

1.1.8. TYPES ENDORSEMENT TO PERFORMANCE REPORT.

1.1.9. TYPES MAINTENANCE OPERATING INSTRUCTION.

1.1.10. TYPES FORM.

1.1.11. TYPES AWARD.

1.1.12. TYPES ORDER.

1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, opens envelope, reviews for required action, and marks and routes distribution.

1.2.2. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, packages, and routes distribution or takes to delivery point.

1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.3.1. ESTABLISHES FILE. Prepares file outline, folder, guide, and label.

1.3.2. FILES CORRESPONDENCE. Receives, marks, sorts, classifies, and files material; removes for reference and refiles.

1.3.3. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

1.3.4. DISPOSES OF RECORD. Removes record from file and disposes of it in accordance with AFI 37-138, *Disposition of Air Force Documentation-Policies, Procedures, and Responsibilities*.

1.3.5. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and puts book or form away.

1.3.6. MAINTAINS SECURITY FILE. Establishes, posts, and changes security record; accesses documentation and the list of restricted area badge numbers for work center personnel and destroys material.

1.3.7. MAINTAINS AUTOMATED PERSONNEL LOCATOR FILE. Annotates computer product and record, posts change, and disposes of record.

1.4. MAINTAINS UNCLASSIFIED PUBLICATION FILE:

1.4.1. OBTAINS ADMINISTRATIVE PUBLICATION. Receives request, prepares requisition form, obtains authorizing signature, processes, and files form.

1.4.2. MAINTAINS INDEX. Posts new index or change to index.

1.4.3. MAINTAINS PUBLICATION. Posts and files new publication or change.

1.4.4. INSPECTS INDIVIDUAL PUBLICATION SET AND DOCUMENTATION FILE. Inspects publication and documentation file maintained by other maintenance activity.

1.5. OPERATES COPYING MACHINE. Operates machine and collates copy.

1.6. MAINTAINS STOCK OF BLANK FORMS. Establishes requirement; prepares requisition; receives, routes, stocks, and controls stock of blank forms.

1.7. MAINTAINS STATUS CHART OR BULLETIN BOARD. Removes existing information and posts new information.

1.8. MAINTAINS ALERT RECALL ROSTER. Prepares roster and posts change.

1.9. MAINTAINS TIME AND ATTENDANCE FORM. Records time and attendance information and transports form to civilian pay.

1.10. MAINTAINS APPOINTMENT RECORD. Posts calendar or book, coordinates appointment with supervisor, reminds supervisor of pending appointment, and makes change as required.

1.11. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Administration/FAC 4021TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Information Mgt	3A0XX	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											